



**NATIONAL SCIENCE FOUNDATION**  
**ANNOUNCEMENT NUMBER E20040095-IPA**  
**DEAN – NSF ACADEMY**  
**OFFICE OF INFORMATION AND RESOURCE MANAGEMENT**

**THIS POSITION WILL BE FILLED UNDER THE TERMS OF THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)**

The National Science Foundation is seeking qualified candidates for the position of Dean in the NSF Academy within the Office of Information and Resource Management (OIRM) and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. A statement of duties of the position and qualification requirements is included below.

The NSF Academy serves as the central focus learning and developmental activities for NSF staff. NSF's Academy is designed to foster a continuous learning environment that enables cultivation of world-class staff. In pursuit of this goal, the Academy provides a variety of educational venues that support NSF's vision, mission, and goals. The Academy also offers education and training programs that enable staff to grow professionally and cultivate new job skills. The Academy's curriculum and learning opportunities enhance the strategic alignment of program offerings and support NSF staff in advancing the frontiers of science and engineering research and education.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

**National Science Foundation**  
**Division of Human Resource Management**  
**Executive & Visiting Personnel Branch**  
**ATTN: E20040095-IPA**  
**4201 Wilson Boulevard, Room 315**  
**Arlington, VA 22230**

**The closing deadline for receipt of applications is July 22, 2004.**

**Applications may also be transmitted electronically to [rotator@nsf.gov](mailto:rotator@nsf.gov).** The phone number for vacancy announcements coordinated by the Executive and Visiting Personnel Staff is (703) 292-8755; hearing-impaired individuals should call TDD on 703-292-8044. This announcement may be accessed electronically under Vacancies on NSF's Homepage <http://www.nsf.gov/jobs>. Information on the NSF mission, structure, programs and operations may be found at <http://www.nsf.gov/>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**STATEMENT OF DUTIES:** As the Dean, the incumbent creates the vision for a continuous learning environment within the Foundation, and has overall responsibility for the development, operation, marketing and assessment of the Academy's curriculum:

- Is a member of the OIRM Senior Management Team, which has overall responsibility for administrative and general activities of the Foundation, including automated systems, human resource management, general administrative and logistic support functions, and employee development/training.
- Guides policy development and strategic planning activities for the Academy. Creates the vision and provides the necessary leadership that results in the development and implementation of a comprehensive suite of adult education training opportunities and materials that strategically align to NSF's mission, promote career development for NSF staff and address strategic human capital issues such as succession planning.
- Interacts with Internal and External Advisory Boards, Senior Management Officials within the Foundation, Government and Private-sector Training Directors, the Office of Personnel Management, and university and private sector partners to address current and future training needs of the Foundation, including the most effective adult training methodologies and assessment techniques.
- Makes oral and written presentations and reports to senior management throughout the Foundation that promote and outline innovative Academy initiatives. Acts as a change agent to implement those initiatives

- Anticipates future training and development needs based on the demographics of the workforce, technological changes in the workplace, and the growing complexity and interdisciplinary nature of research, science and education.
- Provides leadership and direction for the NSF Academy Staff. Communicates agency goals and priorities to staff members. Develops and implements an organizational structure to meet current and future requirements. Promotes quality through effective use of the performance management system.
- Designs and implements programs, activities, and initiatives that promote the Organizational Excellence Strategic Goal throughout the Foundation.
- Provides leadership and oversight to the business processes of the Academy, including leadership and direction to the budget planning activities, allocation of financial resources, and procurement and contracting procedures.

**QUALIFICATIONS REQUIRED:**

1. Ph.D. or equivalent experience in a field of science, engineering, education or technology with a background in educating adults on a variety of topics related to the NSF mission.
2. An established record of building collaboration within and across science and/or engineering organizations, and increasing leadership responsibility in academe, industry or government.
3. Experience in setting up organizational structures, systems and processes, including strategic planning, resource allocation and budgeting, education and training needs assessment and evaluation, and the management of information and related technology.
4. Skill at envisioning new boundaries as well as facilitating the implementation of workable programs consistent with the overall vision.

**In order to clearly show your qualifications for this position, it is recommended that you submit a supplemental statement that specifically addresses how your background and experience relate to each qualifications requirement listed above.**

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify) _____  |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER